

**SECRET**  
(When Filled In)

<b>SPEED LETTER</b>		REPLY REQUESTED		DATE
		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	28 October 1966
TO : CCS/RMO, GH-44, Headquarters		FROM: Chief, Records Administration Branch		
ATTN: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>		Support Services Staff, DDS		25X1
<p>1. As you know, a shortage of file equipment still exists in the Agency, and we are attempting to release as many safes as possible for reassignment and reissue. The President has also extended his moratorium on the purchase of the file equipment, and this makes it even more essential that we better utilize the equipment we have.</p> <p>2. If any Offices within your component are now storing unclassified catalogs, bound reports, supplies, forms, periodicals, and other materials in active file equipment, or in supply cabinets which occupy valuable office space, you may be interested in a new type of equipment which may be mounted on the top of filing cabinets or safe-files.</p> <p>3. The attached brochure from the General Fireproofing Company illustrates this new type of over-file storage cabinets. And while this company is not the only supplier of this equipment, this brochure was one immediately available; so, we are sending it to you as a matter of general information. Also, we have a piece of this equipment on display in Room 702, Magazine Building, which you may see at any time.</p> <p>4. I would appreciate your comments as to the utility or other aspects of the over-file storage cabinet idea. If you are interested in obtaining more information about this type equipment, let us know. If you are <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span> should contact us for assistance.</p> <p>Att: Equipment Brochure</p>				
<b>REPLY</b>		3 November 1966		
<p>1. CCS is not interested in procuring any of the over-file storage cabinets at this time. However, we might be interested at a later date, I am therefore retaining the brochure.</p> <p>2. You asked for comments as to utility or other aspects of use for these cabinets. I think they could be used for filing bulky material that could not be filed in the file folder, a cross reference form would direct the user of the file to the cabinet in which the bulky material is filed, and in most cases it would be directly above the filing cabinet. Another use would be as a counter, this would require stacking two units or using some sort of base, it would serve both as a storage area and counter. A single small unit could be used in place of a telephone table again serving two purposes. My ideas might not be the best, but at least to me they seem practical.</p>				
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RETURN TO OR <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>				